Department of Accounts Payroll Bulletin

Calendar Year 2006 June 28, 2006 Volume 2006-08

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- CIPPS Leave Enhancement to Accommodate Military Leave Bank Processing
- New Version of PAT (V41.2)

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

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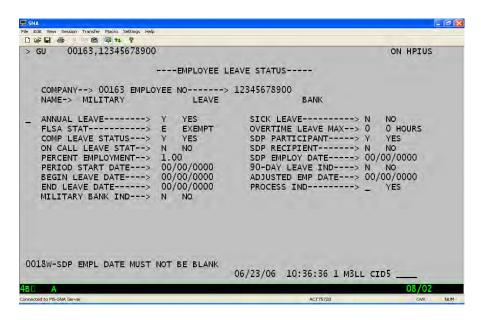
Military Leave Bank

Introduction

The DHRM policy 4.50 addresses Military Leave. This policy was revised 7/10/04 allowing eligible full time employees who qualify to participate in a new program called Military Leave Bank. This program allows eligible employees to bank any excess annual leave they may lose at each calendar year-end; which in turn, may be applied to periods of absence due to active military duty in the same way any other accrued leave is applied. Please refer to this policy for employee eligibility and the proper usage of this leave type.

Modification of HPIUS

Effective June 29, the Employee Status Update Screen in CIPPS now includes a Military Bank (participant) indicator. See the screen print below.



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Military Leave Bank, continued

Modification of HPIUS, cont.

Military Bank Ind:

- N System default meaning the employee is not a participant in the program
- Y Indicates that the employee participates in the program

New Leave Transaction Codes

With the implementation of this program, two new leave codes have been added:

- ME System generated transaction at leave year end converting excess annual leave to the Military Bank leave type.
- MB Leave trans code requesting Military Leave bank usage

NOTE – ME may **not** be entered via the Activity screen (HMSUA) since it is not an earned leave type such as Compensatory, Overtime, etc. It is only generated at year-end processing when applicable. However this code is used on the Maintenance screen to load this leave type for a transferred-in employee.

Liability Requirements

There is no liability to the agency for leave payouts upon employee separation or for state fiscal year-end leave liability reporting.

FINDS/PAT

Finds and PAT have been modified to include the leave buckets for Military Leave. You must download the new version of PAT (V41.2) from the website or contact Joe Tellis, Systems Analyst, at Joe.Tellis@doa.virginia.gov.

Contact

Questions regarding processing in CIPPS Leave should be directed to Ervin Farmer at 804-225-3120 or Ervin.Farmer@doa.virginia.gov.